

Fee: \$150.00 each

All Fees Are Non-Refundable

Make remittance payable to State Treasurer
Send this application with your fee to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

FOR VALIDATION ONLY

Applying to offer: (check only one)

☐ **Fundamentals** ☐ **Practices** ☐ **Business Mgmt.** ☐ **Brokerage Mgmt.** ☐ **Law**

Please check one below and enter ID# if you mark Renewal:

☐ **Original Approval** ☐ **Renewal*** – Course ID# _____

Check the medium by which this course is delivered and enter type of delivery method if you mark Distance Education

☐ **Live Lecture** ☐ **Distance Education** – Delivery Method _____

Does this course include the prescribed core curriculum? ☐ **Yes** ☐ **No**

Provider/Course Developer Information

Name of Provider/Course Developer			School ID No. (if applicable)
Address (street, PO Box, suite #)			
City		State	Zip Code
Telephone No.	Fax No.	E-Mail Address	
Contact Person		Telephone No. (if different)	
Description of Instructional Materials			

Please include the following with your application:

- If this course is delivered by distance education, please complete a Distance Education Delivery Method Approval Application (form RE-620-126) or submit a copy of the ARELLO certificate;
- Submit an exam with an answer key for review and approval (minimum 3 questions per clock hour);
- Any texts, handouts, and other instructional materials;
- A check in the correct amount (\$150.00 each course) payable to Washington State Treasurer.

By signing below, the school administrator certifies that instructor(s) will strictly adhere to the Real Estate Fundamentals, Real Estate Practices, Real Estate Law, Business Management, or Brokerage Management curriculum dictated and provided by Washington State. The school administrator or course developer also certifies that a copy of that curriculum and a course evaluation sheet will be provided to all students. No more than 7.5 hours per day will be taught in a 3 (or more) consecutive day format.

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.

X _____
School Administrator Signature

Date _____

* If there are no changes in course content or in the original course approval application for a previously approved course, the course will be approved upon receipt of a course renewal application and payment of the required fee [WAC 308-124H-013(1)].

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 664-6505 or TTY (360) 664-8885.

Instructions for Completing the Application to Offer Washington Real Estate Fundamentals, Practices, Law, Business and/or Brokerage Management

1. Check the appropriate box for the course you are applying for. If you plan to offer more than one of the above courses, a separate application is required for each course.
2. Check the appropriate box for Original Approval or Renewal. You may only check the Renewal box if there are no changes in course content or in the original course approval application for a previously approved course. If you do check the Renewal box, please enter the ID# for the course, and you will only need to submit this application and the required fee. You are not required to submit the course materials.
3. Please check the medium by which this course is delivered and enter the type of delivery method if you mark Distance Education. If you check this box, you must complete and attach a **Distance Education Delivery Method Approval Application** with this application, unless the course has been certified by ARELLO.
4. Please indicate whether or not this course includes the core curriculum.
2. Address, telephone number, fax number, and e-mail address: Include P O box and suite number, if applicable.
3. Contact person and telephone number: List the name of the contact person. Include the telephone number where the contact person can be reached, if different than the school telephone number.
4. Description of instructional materials: Describe all the text, charts, examples of forms, handouts, pamphlets, booklets, etc. which you will be using in this course.

What to Include With This Application

1. If this is a renewal, all you need to submit is this completed application and the appropriate fee (\$150.00 each) payable to Washington State Treasurer.
2. If you checked the box for Original Approval, please include the following attachments with your application and fee:
 - Any text, handouts, and other instructional materials;
 - Final examination and answer key (minimum of 3 questions per clock hour);
 - Completed Distance Education Delivery Method Approval Application, if you checked the Distance Education box;
 - ARELLO certificate, if applicable.

Provider/Course Developer Information

1. Provider/course developer name and ID#: Only an approved real estate provider/course developer can offer courses for clock hour credit. If you have been approved as a school, please use the approved name of your school, and the appropriate ID# issued to you.

INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED

Completed applications are processed within 45 days of our receipt.

Upon filing, this application becomes a public record and is subject to public disclosure provisions pursuant to RCW 42.56